



Uniform Payment Rate for Freelance Interpreters (Effective December 1, 2004)

The Director of the Administrative Office of the Courts (AOC) has established a statewide Uniform Payment Rate for Freelance Interpreters' services to the Court of Justice. Refusal to accept or adhere to the Uniform Payment Rate shall be grounds for removal from the AOC Directory, and the Freelance Interpreter will no longer be permitted to interpret for the Court of Justice.

The Uniform Payment Rate shall be the following:

- (1) Licensed Visual Interpreters and Certified Spoken Language Interpreters shall be paid \$40 per Interpreting Hour, with less than one-quarter hour increment being rounded up 15 minutes. Travel shall be paid portal to portal for assignments outside the interpreter's county of residence or business at \$20 per hour, plus travel mileage per AOC mileage reimbursement rate.
- (2) Qualified Spoken Language Interpreters shall be paid \$25 per Interpreting Hour, with less than one-quarter hour being rounded up 15 minutes. Travel shall be paid portal to portal for assignments outside the interpreter's county of residence or business at \$12.50 per hour, plus travel mileage per AOC mileage reimbursement rate.
- (3) For all Freelance Interpreters a two (2) hours minimum shall be paid. Licensed Visual Interpreters and Certified Spoken Language Interpreters shall receive \$40 per hour for two (2) hours or a total of \$80, and Qualified Spoken Language Interpreters shall receive \$25 per hour for two (2) hours or a total of \$50.
- (4) Interpreting Hourly rates for Freelance Interpreters shall end upon the completion of the assigned interpreting service(s). Further, payment shall be made for time spent interpreting or waiting in court proceedings or direct services scheduled for provision of freelance interpreting services.
- (5) The Freelance Interpreter shall receive 24 hours notice of cancellation of scheduled interpreting service for all assignments. If the Freelance Interpreter has been given less than 24 hours notice for all assignments except trials scheduled for two (2) or more days, the Court of Justice shall compensate the interpreter at the appropriate pay rate for two (2) hours of interpreting as noted in (1) and (2). If the Freelance Interpreter has been given less than 24 hours notice for trials scheduled for two (2) or more days, the Court of Justice shall compensate the interpreter at the appropriate pay rate for two (2) hours of interpreting as noted in (1) and (2) for two (2) days. No show payment shall be the same as the cancellation fees, except no shows payment shall only be received when the interpreters has no other assignments at the court proceeding or direct services appointment.
- (6) Compensation shall not be made to a Freelance Interpreter for time spent in preparation for scheduled interpretive services for the Court of Justice, except under extraordinary circumstances as determined and approved by the AOC Director or designee.
- (7) Freelance Interpreters shall obtain approval for overnight expenses, including meals and hotel, from the AOC Court Interpreting Service Division before accepting the court proceeding or direct service assignment.
- (8) Freelance Interpreters shall not request compensation from parties, witnesses, or spectators for services provided to the Court of Justice.
- (9) For payment of services to the Court of Justice, the Freelance Interpreter shall provide to the Administrative Office of the Courts the approved statewide form, AOC-INT-01, Statement for Interpreting Services. The form shall be submitted within seven (7) days of the service being provided. Failure to comply with this requirement may result in delays.
- (10) The Uniform Payment Rate shall apply to Court of Justice employees who serve as Freelance Interpreters. Court of Justice employees must, however, utilize annual or compensatory leave for time taken from their regular Court of Justice employment responsibilities while serving as Freelance Interpreters.